

Health Center Controlled Network (HCCN) Project Coordinator

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

JOB SUMMARY

Reporting to the Health Center Controlled Network (HCCN) Project Manager/Coach under the Health Information Technology (HIT) Division, the HCCN Project Coordinator supports the completion of project activities as described in the HCCN Work Plan.

JOB DUTIES:

1. Support HCCN Project Manager/Coach to ensure success of HCCN project milestones and activities.
2. Collect, analyze, and maintain relevant clinical, operational, and financial data relevant to project activities from participating HCCN health centers.
3. Assist the HCCN Project Manager/Coach in collecting and reviewing HCCN project deliverables from HCCN service partner consultants.
4. Develop and maintain HCCN project materials for HCCN service partner consultant site visits (i.e. HCCN power point templates, project milestone tracking forms, etc.).
5. Develop and maintain materials to support HCCN Program Director and HCCN Project Manager/Coach in coordinating and hosting HCCN project management meetings with CCALAC staff and/or HCCN service partner consultants.
6. Attend HCCN site visits with HCCN Project Manager/Coach as needed to evaluate TA progress and field health center questions and concerns regarding HCCN project activities.
7. Develop surveys to collect and assess project relevant information from HCCN participating health centers in relation to HCCN milestones and goals.
8. Develop tools and surveys to measure satisfaction of HCCN technical assistance services from HCCN service partner consultants.
9. Attend CCALAC User Groups and Roundtables as needed (i.e. NextGen User Group, eClinicalWorks User Group, HIT Roundtable, Clinical Advisory Group, etc.).
10. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree or equivalent experience in health related or technology field. Advanced degree preferred.
2. A minimum of three (3) years' experience in project management or coordination required.
3. Background and expertise in meeting facilitation and training required.
4. Ability to work as part of a team as well as independently with minimal supervision.
5. Knowledge of Los Angeles County health care system preferred.
6. Knowledge of community clinics and Federally Qualified Health Centers (FQHCs) preferred.
7. Knowledge of electronic health record platforms used by Los Angeles County health centers (e.g. eClinicalWorks, NextGen, EPIC) preferred.
8. Working knowledge of current health information technology concepts and priorities preferred, to include the following:
 - a. Patient portal utilization
 - b. Patient engagement through HIT
 - c. HIPAA security risk assessments and cybersecurity issues
 - d. Data interoperability through health information exchange (HIE) platforms
 - e. Data analytics and integration
 - f. Collection of and acting upon social determinants of health (SDOH) data
 - g. Telehealth implementation and available technologies
9. Excellent oral and written communication skills.
10. Excellent organizational skills and attention to detail.
11. Must be able to occasionally travel approximately 20 percent of the time to participating HCCN health centers within LA County.
12. Ability to maintain confidential information and comply with United States federal grant regulations as required.
13. Demonstrated proficiency with MS Office Suite (Word, Excel, PowerPoint, and Outlook) required.

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org.